

## City of Burlington / CDBG 2012 Application Form

Eligibility \_\_\_\_\_ National Objective \_\_\_\_\_ NRSA \_\_\_\_\_  
(Office Use)

Project # \_\_\_\_\_  
(Office Use)

**Project Name:** Sara Holbrook Community Center Preschool

**Project Location/Address:** 66 North Avenue, Burlington, VT 05401

**Organization:**

**Mailing Address:** same

**Contact:** Leisa Pollander

**Title:** Executive Director

**Phone #:** 802-862-0080

**Web Address:** www.saraholbrookcc.org

**Fax #:** 802-862-6342

**E-mail:**

lpollander@saraholbrookcc.org

**I. CDBG Funding Request:**

\$ 6,000

**II. Project Summary:** Briefly describe the project or program to be funded with CDBG. (Please use a one or two sentence description – there is room in Section IV for more detail.)

The Sara Holbrook Community Center's (SHCC) Pre-school program provides educational activities for at-risk pre-school children in preparation for their successful entry into kindergarten.

**III. Description of Organization:** Describe the capacity of your organization to successfully carry out the program activities. What is your mission, and how do the proposed activities fit with your mission?

For 74 years, the SHCC has been providing an array of services to meet the needs of the community. Modeled after the settlement houses of New York City, the mission of the agency is to develop responsible and productive children, youth and families thorough social development, educational and recreational opportunities. The Center serves Chittenden County, with a primary focus on the north end of Burlington.

The Center's 17 member board of directors brings a variety of skills to the organization. They have a long-standing reputation as committed, involved volunteers who are knowledgeable about all facets of the organization and its programs. All board members also volunteer in programs and in fundraising events.

The pre-school staff is complemented by a long-standing employee who has been providing exemplary childcare to families for 40+ years. The executive director has worked for 30+ years as a social worker in a variety of Vermont communities. She has extensive experience in program development and assessment, as well as in staff, board and financial development.

Founded in 1937, the Center primarily served the newly-arrived Irish, French-Canadian and Italian families who migrated to Burlington to work in the mills, lumber yards, quarries and on the Burlington waterfront. With the influx of new arrivals from around the world, the vision – and the work – of Sara Holbrook continues.

#### IV. Project Description:

- a. Describe the specific activities to be carried out by your project with CDBG dollars and the accomplishments you plan to achieve. Please distinguish the total number to be served from the number of Burlington clients to be served. Be specific about the tasks / work that CDBG will pay for. Use the table below, adding rows if necessary. You may add narrative below the table if needed for further description.

Specific Service / Activity:	CDBG will pay for:	Unduplicated Total # of Households / Persons to be Served in this Service / Activity:	Unduplicated Total # of Burlington Households / Persons to be Served:	Outcome(s) to be Achieved:
Teaching geared to 8 domains of early childhood development	salaries	15	13	Students will demonstrate skill improvement in: <ul style="list-style-type: none"> <li>- social emotional</li> <li>- approaches to learning</li> <li>- language development</li> <li>- literacy</li> <li>- math</li> <li>- science</li> <li>- creative arts</li> <li>- physical health and development</li> </ul>

- b. If you plan to pay for staff with CDBG funding, describe what they do in relation to the specific service(s) / activity(ies) described above. All staff that appear in the salary / benefits line items in your budget (Section XV) must be described below. Add rows if necessary.

Specific Service / Activity	Position/Title	Work Related to CDBG-Funded Activity	# of Hours per Week spent on this Specific Service / Activity	% of Hours per Week spent on this Specific Service / Activity to be paid with CDBG
Classroom Instruction & Curriculum planning	Preschool Director	Teaching, planning and curriculum development	30	32.5%

#### V. Beneficiary Information

- a. For each service / activity you identified in Section IV, please project how the Burlington residents will break out into the following income categories. Use the Income Table at [http://www.cedoburlington.org/cdbg/income\\_limits.htm](http://www.cedoburlington.org/cdbg/income_limits.htm).

Service / Activity:	Unduplicated Total # of Burlington Households / Persons to be Served:	# Extremely Low-Income	# Low-Income	# Moderate-Income	# Above Moderate-Income
Classroom instruction	14	14			

- b. Please provide a single unduplicated total beneficiary count below:

<b>Unduplicated Total # of Burlington Households / Persons to be Served:</b>	<b># Extremely Low-Income</b>	<b># Low-Income</b>	<b># Moderate-Income</b>	<b># Above Moderate-Income</b>
<b>14</b>	<b>14</b>			

**c. How will/do you document beneficiary income levels?**

Parents must present tax returns, wage statements, or income verification from the Office of Economic Services.

**VI. Problem Statement**

**a. What particular problem or need will this project address?**

If we examine the number of children that qualify for free or reduced rate meals in Burlington, the demand for affordable childcare programs clearly exceeds the programs that are available. Licensed pre-school programs like the one at the SHCC have enrollment caps that prevent them from expanding the numbers served. Affordable childcare allows low-income parents to seek and retain employment, supporting self-sufficiency efforts and modeling work habits for children.

Parents want programs that they can trust to be safe and reliable, particularly during stressful economic times when wages do not meet expenses, and the price of health care, food, gasoline and heating oil are out of the reach of many. The SHCC is a trusted part of the old north end community, its staffing and its programs are consistent, and the pre-school has a 40+ year track record of preparing children to successfully enter the public school system. Parents see the dramatic progress that their children make during the two-year program.

Because the old north end is the most “affordable” area of Burlington, in terms of rent, newly-arrived immigrants and refugees often are housed here. The SHCC has a long-standing space sharing arrangement with Vermont Adult Learning (VAL) which provides English as a Second Language (ESL) classes. Having their children enrolled in a quality pre-school program becomes a convenient and attractive option for parents as it allows them to take classes at the same time.

**b. How was this need identified?**

The need is identified by the United Way’s Community Needs Assessment, by feed-back from people utilizing the Center, and through networking with other service providers.

**c. Why is this a funding priority for Burlington?**

This is a funding priority because the pre-school supports the efforts of low-income families to move to and retain economic self-sufficiency. The pre-school program helps students overcome developmental deficiencies due to economic hardships, limited English proficiency, low-parent to child ratios, family violence and substance abuse or low emphasis on educational achievement. Curriculum is presented at both a group and on an individual level, with primary focus on promoting social development in the belief that exposure to an exemplary pre-school experience will contribute to a positive school experience. Of the 15 children enrolled **this** year, 3 are African refugees (2 Somali Bantu and 1 Congolese), 1 is biracial (African American), 1 is Burmese, 2 are Nepalese, 1 is Hispanic and 1 is from Albania - 53% speak English as a Second Language. Some of these children present major behavioral challenges because of the significant traumas they have faced. The SHCC is requesting funding for this project in recognition that the agency is supporting some of the neediest families and children in this community. In order to continue to serve such a high ratio of refugee children and meet the needs of all children enrolled, we have had to increase staffing in order to keep everyone safe – we can’t do this work successfully with minimal staffing. Current child care development adult to child ratio for this age group is 1 adult for 10 children. State licensing standards specify an adult: child ratio of 1:10; the SHCC’s minimal adult: child ratio is 1 to 5; most days, it is 1 to 3.75; 2 days per week, the ratio is 1 to 3.

**VII. Program Goals: How will this project reduce the number of people living in poverty? Will it help people move out of poverty? Prevent people from entering poverty? Address basic needs of people living in poverty?**

The SHCC provides critically needed care for low-income children, preparing them for their important first step into the public school system. English Language Learners are gently initiated into the ways of a new culture and new language and learn some of the skills they will need to succeed.

The SHCC pre-school affords parents the time to work or take classes. Some of the parents who have children enrolled here attended the agency's programs as children themselves – this on-going connection creates a wonderful sense of continuity and demonstrates the Center's value to the community.

- a. Are you targeting any specific disadvantaged population/group of people? If so, who are they? (i.e., people with disabilities, minorities, women with children living in poverty, people with limited English proficiency, at-risk youth, etc.)**

Our partnership with Champlain Valley Head Start necessitates a focus on:

- Low-income families (90% must meet federal poverty guidelines: family of 4 makes less than \$22,350)
- Children with disabilities (10% program-wide must meet this criteria; this year 33% of the 15 children are receiving special education services)
- Cultural diversity (because of the SHCC's location in the old north end, the program is within walking distance of a significant number of refugees and immigrants)

**VIII. Equal Opportunity/Accessibility:**

- a. How do you make sure your programs are accessible to all, inclusive and culturally appropriate?** The SHCC is an equal opportunity employer, as specified in agency personnel policies; this is indicated in all employment advertisements. The building itself is handicap-accessible.

**b. Describe the diversity status of (i) your staff for this program and (II) your Board. How does that compare with the diversity status of the clients of the program/project you're requesting funding for?** Two of the SHCC preschool staff were born and raised in the old north end. All preschool staff understand the culture of poverty, because all come from families that had incomes at or below the federal poverty guideline. Since August of 2011, the SHCC has partnered with UVM's Asian studies program, hosting a teacher from Thailand for this academic year. Board members are recruited congruent with the individual's support of the agency's mission. Because the board is charged with fund-raising on behalf of the agency, board members are recruited based in part on the business/corporate/personal connections they may bring to build agency capacity. The staff and board includes members of the GLBT community; the Asian community is represented both on the staff and on the board.

- c. Describe the diversity/cultural competency trainings that your staff and Board have participated in during the last year.**

During Preservice week, SHCC preschool staff attended "Supporting Families As Dual Language Learners". The Executive Director attended a day-long conference on diversity sponsored by the Greater Burlington Multicultural Resource Center, as well as a day-long conference on Building Bridges Out of Poverty. The SHCC's board President is an active member of "Diversity Now", and serves on the board of the Vermont Family Network

## **V. *Impact and Evaluation:***

### **a. How do you define success? How do you measure it? How many of your beneficiaries achieve it?**

Success is gauged through results of a child development assessment that is administered 3 times during the course of the program. This assessment tracks individual children's progress in 8 developmental domains – social/emotional, approaches to learning, language development, literacy, math, science, creative arts, and physical health and development. Last year **all** of the children were documented skill increases in all domains.

### **b. If this is an existing project:**

#### **1. What were your projected accomplishments for your most recent completed funding period or fiscal year?**

We projected that all children would demonstrate skill increases in all domains.

#### **2. What were your actual accomplishments for that period? If you did not meet projections, please explain (i) why and (ii) how you will overcome that issue in the future.**

All children indeed documented skill increases in all domains. The domains showing the biggest increase from fall to spring were: math, literacy and language. As part of the Early Learning Partnership with the United Way of Chittenden County, we also started tracking health/social service screenings and referrals.

## **X. *Community Participation & Partners***

### **a. How are the community and/or program participants involved in decision-making and in identifying the program need, design and/or evaluation?**

Parents feedback is easily solicited on a daily basis at pick-up and drop-off times; and twice a year, their feedback is formally solicited at parent-teacher conference. The design of the program is based on their input about the needs of their children, early childhood development research and the curriculum of area schools. Their opinion of the program is expressed by the continued high enrollment, the waiting list, and the continuity of usage – the SHCC has enrolled children of parents who attended as children; parents also enroll successive children because they are so pleased with the level of service their older child(ren) received.

The pre-school serves as a training ground for interns from area colleges; faculty visit field sites on a regular basis, and share input with staff. Board members and staff have attended the Turrell Fund sponsored outcomes-based training through the United Way of Chittenden County; the pre-school, along with other programs in the Center, has utilized the evaluation process presented at the training.

### **b. What other agencies or sectors (i.e., government, private) do you work with on this project/program?**

Champlain Valley Head Start, Vermont Refugee Resettlement, Vermont Adult Learning, Child Care Resource, Vermont Dept. of Children and Families (DCF), the Burlington Lion's Club; in addition, the Burlington School District, the United Way of Chittenden County, CEDO, the First Congregational Church and the Association of Africans Living in Vermont are all partners. Two years ago, based on the mental health needs presented by some of the refugee children enrolled, the SHCC established a partnership with the Howard Center. A clinician is embedded in the classroom 1 morning per week to assist with behavioral challenges. The SHCC maintains a 5 STAR rating with the licensing division of Vermont's Dept. of Children and Families (highest rating possible).

## **XI. *Sustainability***

### **a. How will this project have a long-term benefit to the City of Burlington?**

The Center provides an essential service to low-income families in the Old North End, as well as to residents of Northgate, Franklin Square and Farrington Trailer Park. For 40+ years, the pre-school program has provided children with a safe, nurturing environment in which to learn new skills prior to kindergarten, as well as providing parents with resources about healthy, developmentally appropriate child development practices. Learning foundation skills helps to ensure that children are successful in school; learning about child

development, nurture and care supports parents in their quest to raise healthy children. A quality pre-school program like that at the Center is an important first step in children's lives, and the children who have graduated from the Center have consistently demonstrated greater preparedness. A long-standing kindergarten teacher in the old north end has consistently commented about the high level of skill she notes in the "Sara Holbrook kids" entering her classroom!

**b. If the project ends, will that benefit continue?**

Gains made in early childhood set the stage for a successful elementary school experience. Were the preschool to fold, 15 families would lose childcare (a true detriment to maintaining economic self-sufficiency), as well as a quality early childhood setting for their children.

**c. If CDBG funding ends, will the project be sustainable (i.e., able to continue)?**

The project would continue only if replacement funding can be located. In these economic times, every lost dollar necessitates an effort to find alternative funding. The SHCC has a reputation for operating on a shoestring; unfortunately, shoe strings wear out!

## **XII. Consistency**

**a. What Consolidated Plan objective does this project support?**

The SHCC preschool supports objective EO-3.1: helping families access quality childcare/early education opportunities. The SHCC Preschool - indeed, all SHCC educational programming - epitomizes social and economic justice and educational parity across all income levels. Burlington is a refugee resettlement site; the SHCC's history of supporting the newly-arrived and welcoming all as valued members of our community builds a solid sense of belonging, and contributes to keeping Burlington a livable city.

**b. What other City plans, if any, does this project support or complement?**

The provision of quality early childhood programming is a key component in addressing the needs of people in poverty. Families cannot become self-sufficient if their hold on employment is blocked by the need for affordable, dependable childcare. The SHCC exemplifies the concept of collaboration – we maximize resources thorough partnerships to make things happen **to ensure that no one is left behind**. We, as a community cannot afford to leave anyone out of opportunities to improve quality of life, or we will all pay far into the future.

## **XIII. Readiness to Proceed**

**a. Is the project ready to begin July 1, 2012 and be completed by June 30, 2013?**

Yes, this timeframe will be honored.

**b. If not, what are the expected start and completion dates?**

**c. Are there any other conditions that may affect your ability to begin or complete this project?**

There are no conditions that can be foreseen that will affect the SHCC's ability to complete this project.

## **XIV. Financial Narrative**

**a. Why should CDBG resources, as opposed to other sources of funding, be used for this project?**

CDBG monies used for this project address the needs of people living in poverty; in supporting efforts toward self-sufficiency, the program helps move people move out of poverty. This program – indeed, the entire agency – has a long history of collaborating with other service providers to stretch resources and to enhance sustainability. This program is culturally sensitive and fully accessible.

**b. Describe your use of community resources. For example, will your project be matched or leveraged with other funding sources or resources (such as volunteers) that don't appear in the budget summary below?**

Champlain Valley Head Start provides a 40 hour per week staff person, and manages the food service – this in-kind is not reflected in the budget. The budget also does not reflect in-kind garnered from volunteer staff or donated goods. Toys, games, art supplies and books are, in large part, donated. Area colleges provide interns. Referrals to the program are made by Vermont Adult Learning, the Burlington Public Schools, the VNA, the VT Dept. of Health, DCF, Child Care Resource, VT Refugee Resettlement, communities of faith, and others. The preschool's year-long arrangement for an exchange teacher through UVM's Asian Studies program is also not reflected in the budget.

**c. Has your organization had any significant changes in funding levels over the last year? If so, please describe.**

The Turrell Fund, a long-standing source of support for general operating expenses for all SHCC children's programs, has shifted its giving priorities; Turrell will only be funding 0-3 children's services. This will result in a loss of \$5,500 to the preschool program. All Vermont non-profits are assessing the impact of Hurricane Irene on philanthropy. Like all small non-profits, the SHCC works hard each year to meet operating expenses – no stone goes unturned in the quest for funding. We are waiting anxiously to see how the holiday giving season plays out; private and foundation contributions are down from past years, as a continuing reflection on the state of the economy. In addition, the Burlington School District has eliminated local funding to other key programs in the agency, due to budgetary constraints. The agency is committed to retaining good employees who may not see any pay increase in the next fiscal year, as the agency grapples with yet another 12% spike in health care costs.

**d. What percent of Agency funds are used for administration vs. program costs?**

Per 2011 audit, administration = 13.4%, program costs = 86.6% of agency funds.

**XV. Budget**

**a. Summary**

	Project		Agency	
	Current	Projected	Current	Projected
CDBG	\$ 5,262	\$ 6,000	\$ 10,166	\$ 21,000
State	0	0	0	0
Federal	0	0	0	0
United Way	26,000	31,500	103,000	116,000
Private	33,717	27,000	290,310	269,500
Program Income	48,520	49,000	175,000	175,000
Other	1,500	1,500	8,100	8,500
<b>Total</b>	<b>\$ 115,000</b>	<b>\$ 115,000</b> **	<b>\$ 586,576</b>	<b>\$ 590,000</b>

\* Must match your CDBG request amount on Page 1.

\*\* Must match in all three boxes on Pages 7 and 8.

**b. Proposed Project Budget Sources**

CDBG	\$ 6,000 *
Other Federal – please specify funder and program (i.e., HUD – Emergency Shelter Grant, etc.)	
	\$ 0
	\$
	\$
	\$
State – please specify funder and program (i.e., Department of Health – AIDS Prevention, etc.)	
	\$ 0
	\$
	\$
	\$
United Way of Chittenden County	\$ 31,500
Private – please specify (i.e., individual donations, foundations, faith-based organizations, etc.)	
	\$ 33,717
	\$
	\$
Other – please specify (i.e., fee-for-service, etc.)	
	\$ 49,000
	\$
<b>TOTAL</b>	<b>\$ 115,000</b> **

**c. Proposed Budget Uses**

<u>Line Item</u>	<u>CDBG</u>	<u>Other</u>	<u>Total</u>
salary	\$ 6,000	\$56,000	\$62,000
benefits	\$ 0	\$18,000	\$18,500
occupancy	\$ 0	\$ 16,000	\$ 16,000
other	\$ 0	\$ 19,000	\$18,500
	\$	\$	\$
<b>TOTAL</b>	<b>\$ 6,000</b> *	<b>\$109,000</b>	<b>\$115,000</b> **

\* Must match your CDBG request amount on Page 1.

\*\* Must match in all three boxes on Pages 7 and 8.